

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-158 **Issue Date:** 09-12-14 **Closing Date:** 09-18-14

Bookkeeper III
Area Agency on Aging (AAoA)
Department of Health & Human Services
Hourly Wage: \$13.21/Full-Time/Regular

The Bookkeeper III will assist in maintaining and communicating economic and financial information to the Yakama Nation AAOA internal users such as the Senior Management, Accounting Advisor, and Program Coordinators as well as work in a coordinated effort with other tribal programs and services. Financial information will be provided to external agencies in a coordinated effort to complete assigned duties and responsibilities that are written and required within grants, contracts and the Yakama Nation Area Agency on Aging Plan that aid in accomplishing goods for services to the community.

Knowledge, Skills and Abilities:

- Knowledge of governmental bookkeeping and accounting theories and principles.
- Knowledge of the Yakama Nation, State and Federal Fiscal, Financial and Economic Operation(s).
- Knowledge of the Office of Management and Budget (OMB) Circular(s) and Grants and Contract Management.
- Must have ability to demonstrate computer literacy and have knowledge of computers and data software.
- Must have the ability to communicate effectively in both orally and in writing with various funding agencies, the general public, other Tribal programs, and Tribal officials.
- Must have the ability to plan, organize work and complete tasks independently.
- Must have the ability to maintain the current filing system(s) (e.g. program and vendor files).
- Must have the ability to maintain and ensure privacy and confidentiality is maintained as according to tribal policy and the privacy act.
- Must demonstrate the ability to maintain integrity, objectivity, and ethics in daily business.

General Recruiting Indicators:

- Require an Associate of Arts Degree in Accounting OR at least three years progressively responsible bookkeeping with the Yakama Nation or a comparable, reputable, corporation and /or business OR
- Two years of experience and/or education with computers with a strong back ground in accounting and/or bookkeeping.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid Washington State Driver License with the ability to obtain a Tribal Driver Permit.
- Must attend training(s), meeting(s), and conference(s) as requested and required.
- Required to successfully pass a pre-employment background check.